

A G E N D A

OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE

2 February 1983 - 1000 Hours



25X1

PRESENTER

Opening Remarks

Daniel C. King, D/L

Objectives



25X1  
25X1  
D

Consolidate Agency Metropolitan Washington Area Activities

Provide Management Information on the Upgrade

/BPS  
25X1  
SD

Establish Procedures to Execute Payments in Accordance with  
the Prompt Pay Act

C/PMS  
D

Improve the Physical Environment and Quality of Food and  
Service in the Executive Dining Room

/LSD

Design Methods to Improve Responsiveness to Furniture Requirements

a, SD  
25X1  
/PD

Conduct a Pilot Quality Circle Program

&PD

Closing Remarks

Daniel C. King

S E C R E T

**Page Denied**

Office: OL/BPS  
Objective Statement: Consolidate Agency Metropolitan Washington Area Activities  
Responsible Officer: \_\_\_\_\_  
Significant Funding Amount: \$ 83  
Quarter Ending: 31 December 1982

O — Scheduled  
X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Contract for A-I: Design Services	0	-----	X	0								
2. Complete Building Program				0								
3. Complete Concept Schematic Design and Cost Estimate					0							
4. Complete Final Schematic Design and Cost Estimate							0					
5. Complete Preliminary Design and Cost Estimate									0			

Office: OL/SD

Objective Statement: Provide management information on the upgrade

Responsible Officer: [redacted]

Significant Funding Amount: \$ \_\_\_\_\_ FY 83

Quarter Ending: 31 December 1982

O — Scheduled

X — Actual

25X1

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Implement a system to track upgrades	0		X									
Provide status reports on progress of the upgrade to management.			0			0			0			0

Office: OL/PMS & SD

— Scheduled

Objective Statement: Establish procedures to execute payments in accordance with PL 97-177,  — Actual

Responsible Officer:  Prompt Pay Act

25X1

Significant Funding Amount: \$  FY 85

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. Establish contractual terms and conditions and internal procedures to ensure prompt payment of Contractors' invoices (OL/PMS).												
Publish jointly with OF an Agency procedure for implementing the Prompt Pay Act (PL 97-177).	OX											
Develop internal instructions to Contracting Officers regarding the implementation of the joint OF and OL Notice regarding prompt payment of invoices.	OX											
Develop new contract clauses regarding invoicing, receiving, and test and inspection.	OX											
Add enhancements to CONIF to ensure prompt payment of invoices and assist in monitoring the receipt of supplies and services, identifying the type of payments clause in each contract, adding the COTR's Division and phone number to CONIF, interfacing with ICS, monitoring the issuance of inspection reports and withholding clauses of applicable contracts thru CONIF.	O-----X			O								
Review the effectiveness of the procedures for prompt pay and revise as necessary.												

Office: OL/PMS and OL/SD  
 Objective Statement: Establish Procedures to Execute Payments in Accordance with PL 97-177, Prompt Pay Act  
 Responsible Officer:  25X1  
 Significant Funding Amount: \$  FY 85  
 Quarter Ending: 31 December 1982

O — Scheduled  
 X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
II. Establish procedures for the expeditious processing of receiving reports to OF (OL/SD).												
Brief appropriate personnel on their responsibilities regarding the Prompt Payment Act (P.L. 97-77).	OX			0								
Establish an interim procedure to manually track orders when payment has been made and receiving data is incomplete.		OX										
Devise follow-up procedures for direct vendor contact via phone.			OX									
Establish interface between ICS and CONIF data systems.				0-								0
Devise an automated daily report which identifies orders by exception to help ensure compliance with this MBO.					0							

O — Scheduled

X — Actual

Office: OL/LSD  
**Objective Statement:** Improve the physical environment and the quality of food and service  
**Responsible Officer:** in the Executive Dining Room  
**Significant Funding Amount:** Robert E. McGraw \$\_\_\_\_\_  
**Quarter Ending:** FY\_\_\_\_\_

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Select a consultant to survey the physical area and overall function of the EDR and to prepare a report on the findings with recommendations for improvement												
Present a proposal for improvement to management				OX								
Initiate a work order to implement facility changes and initiate action for any approved personnel changes					0				0			

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100140027-0

Office: OL/SD

Objective Statement: Design Methods for Improving Responsiveness to Furniture Requirements

Responsible Officer: [redacted]

Significant Funding Amount: \$ [redacted] FY 83

Quarter Ending: 31 December 1982

O — Scheduled

X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Establish a task force to conduct a study on current procedures for acquiring furniture.		OX			0							
Define problem areas.							0					
Develop proposed alternatives to correct problems.								0				
Implement approved methodologies.									0			

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100140027-0

Office: OL/PD

O — Scheduled

25X1

Objective Statement: Improve Logistics Support

X — Actual

Responsible Officer: \_\_\_\_\_

Action (revised)

25X1

Significant Funding Amount: \$ Unknown FY \_\_\_\_\_

Quarter Ending: 31 December 1982

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. Catalog support				OX								
A. By function				OX								
B. By organizational element				OX								
C. By source (official or nonofficial)												
II. Catalog existing inefficiencies/problem/shortfalls resulting from the way we presently				OX								
A. From user viewpoint				OX								
B. From OL provider viewpoint												
III. Conceptualize alternative means of providing support				OX								
operations, including:				OX								
A. Skills				OX								
B. Organizational home				OX								
C. Authorities				OX								
IV. Recommendations to D/L					0							
V. Implement recommendations					0							
VI. Follow-up						0					0	

**Office:** OL/P&PD  
**Objective Statement:** Conduct a Pilot Quality Circle Program in OL/P&PD  
**Responsible Officer:**   
**Significant Funding Amount:** Y 83  
**Quarter Ending:** 31 December 1982

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Conduct research	OX											
2. Define requirement	OX											
3. Build management support	OX											
4. Organize Steering Committee/Select Administrative Coordinator(s)	OX											
5. Contract for a consultant	OX											
6. Conduct a Quality of Worklife Survey	OX											
7. Develop Implementation Plan		OX										
8. Publicize program and solicit volunteers		OX										
9. Conduct training		OX										
10. Initiate pilot program		OX										
11. Consultant assessment survey				0	0	0	0	0	0	0	0	0
12. Facilitator-Steering Committee status review				0	0	0	0	0	0	0	0	0
13. Pilot program final report												0